

**Student Senate Association, Inc.  
at Purchase College  
735 Anderson Hill Road  
Purchase, NY 10577-1400  
Phone: 914-251-6995  
Fax: 914-251-6991**

OA Initial & Date Received: \_\_\_\_\_ & \_\_\_/\_\_\_/\_\_\_

**WORKING RELATIONSHIP LETTER**

Dear \_\_\_\_\_

We have received a request from \_\_\_\_\_ for payment of services rendered by you to the Student Senate Association, Inc.

Attached is a W-9, which must be filled out and attached to your contract in order to receive payment.

We would like to take this opportunity to clarify your status with the Student Senate Association, Inc. If you feel we have made an error in your classification, you must notify us within ten (10) working days from the date of this letter. As an independent contractor you are:

- Not eligible to file for or collect unemployment benefits.
- Not eligible for workers' compensation coverage.
- Solely responsible for complying with all federal, state, and local requirements regarding reporting and paying taxes.

It is recommended that if you will be using any personal property, such as equipment, that you properly (and personally) insure such property as the Student Senate Association, Inc. is not responsible for the safe keeping of items used during your engagement.

If you have any questions regarding the above, please feel free to contact me at the number above.



Judith Otero  
Business Manager

I certify that I have read, understand and accept this document and any attachments.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_